2000 Civil Engineer Unit Education & Training Managers Workshop

MAINTENANCE & DISPOSITION of TRAINING FORMS

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HQ Air Force Civil Engineer Support Agency
Providing the best tools, practices, and professional support to maximize Air Force Civil Engineer Capabilities in base and contingency operations

MAINTENANCE & DISPOSITION of TRAINING FORMS

Overview

- Air Force Guidance
- How To Acquire Forms
- Commonly Used Training Forms

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- *Guidance*
  - AFMAN 36-2247, chapt. 5
- *How to Acquire*
  - Internet http:/www.afpubs.hq.af.mil
  - HQ AFCESA Web Site

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Commonly-used Forms

- AF Form 623 (Training Folder)
  - Maintain at lowest level of supervision
  - File forms pertaining to current trng. Status
- AF Form 623a, OJT record continuation sheet
  - Log data pertaining to current UGT

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Commonly used Forms (cont.)

- AF Form 797, Job Qualification Standard (JQS) continuation / command JQS
  - For duties not listed on the STS
- AF Form 803, report of task evaluation
- AF Form 1098, special task certification and recurring training

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Commonly used Forms (cont.)

- AF Form 403, request for technical training
  - Only used to request training not offered through normal DoD sources
- AF Form 898, field training requirements scheduling document
- AF Form 2096, classification / OJT training action

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Commonly used Forms (cont.)

- AF Form 1320a, training chart
  - Great tracking chart
  - Makes training visible
  - Encourages trainers and trainees to accomplish training
- HQ AFCESAs AFQTP Documentation Record
  - For documenting CE AFQTP completion

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Concerns

Questions

QUESTIONS